

Get Ready for my|CalPERS with PERT

Health Enrollment Employer Web Conference Phase One (August – October 2008)

PERT Resources - Phase One

You have selected:

- Public Agency Employer

[Edit Your Selection](#)

▼ **PERT Resources**

ACES & Other Online Services

Get Ready for my|CalPERS with PERT

Administration & Reporting of Members

GASB 45 and California Employers' Retiree Benefit Trust Fund

Interested in Contracting With CalPERS?

Benefit Programs & Contracting Services

Part-Time California National Guard Membership

Actuarial, Risk Pooling, & GASB 27 Information

Circular Letters

Sign Up For CalPERS Employer eBulletin

Policies & Procedures

Employer Education & Events

[Employer Information](#) > [Get Ready for my|CalPERS with PERT](#) > **PERT Resources**



PERT Resources

The following is a list of resources to help you prepare for the upcoming changes in the reporting payroll and enrollment data to CalPERS.

Phase One (August - October 2008)

- [my|CalPERS Decision Maker's Guide to Employer Reporting Requirements](#) (PDF, 118 KB)
View, download, and print detailed information about choosing a reporting method.
- **Employer Web Conference Presentation Materials**
View, download, and print the presentation materials used in the Employer Web Conference designed especially for your needs.
 - [Health Enrollment Web Conference Presentation](#) (PDF, 131 KB)
 - [Payroll Contribution and Health and Retirement Enrollment Web Conference Presentation](#) (PDF, 131 KB)
 - [Payroll Contribution and Retirement Enrollment Web Conference Presentation](#) (PDF, 124 KB)
- [File Formats](#)
View and print the file formats and schema requirements for electronic payroll contribution or enrollment reporting.

Agenda

- » Project Overview
- » Reporting Methods
- » File Formats
- » Important Dates & Next Steps

How to Communicate During Web Conference

» Text questions:

Please use the text box on the screen.

» If you are disconnected from the conference:

Please call (800) 866-0888.

PERT Project Information

Employer Forms &
Publications Directory

Tips for Helping Your
Employees

Legislation, Regulations &
Statutes

Video Center

Resource Library

Contact Us

PERT Project Information

- [FAQs](#)
Get answers to frequently asked questions related to the roll-out of my|CalPERS to employers.
- [Project Background](#)
Read about PERT's project background to familiarize yourself with CalPERS vision for the future.

Dated: 09-16-2008



Project Overview

- » my|CalPERS is being expanded for employers to do business with CalPERS
- » This new Internet-based business information system will be operational by the end of 2009
- » Public Employer Readiness Team (PERT) is responsible for educating and guiding Employers on the new system

Project Overview

Why a new business information system?

- » Enhance Security
- » Improve processing times
- » More consistent data accuracy
- » 24-hour real-time access
- » Boost CalPERS service delivery
- » Expand self-service abilities

Project Overview

Business System Changes

- » ACES will be decommissioned
- » Tape, Diskette and Prelist will no longer be accepted
- » Report Payroll Contributions & Enrollment using the Internet
- » XML (Extensible Markup Language) File Format
- » Some New Data Elements

Reporting Methods

Three Reporting Methods

- » Online Data Entry
- » File Upload
- » FTP (File Transfer Protocol)

Select reporting method by October 15, 2008

- » Payroll Contribution
- » Health Enrollment
- » Retirement Enrollment

Reporting Methods – my|CalPERS Demonstration

my|CalPERS

Home
Participant
Business Partner
Reporting
Benefits
Admin
Workflow

Context ▼

Name:
Metro Fire

CalPERS ID:
0123456789

Common Tasks ▼

Notes

Reports

Submit Inquiry

Work Initiation

Document History

Document Generation and Distribution

Menu ▼

Search

Adjustment Reports

Preprocessing Area

File Upload History

Manage Reports |
 Billing and Payments |
 Payroll Schedule

▼ Create or Edit Report

Method: *

- Upload File
- Copy Prior Posted Payroll Report
- Manually Enter Payroll Records
- Add or Edit Health Enrollment
- Edit Medical Group Assignments
- Add or Edit Health Carrier Zip Code Information
- Add or Edit Retiree List
- Add Retirement Enrollment
- Edit Retirement Enrollment

DRAFT ONLY

▼ Work on Existing Payroll Reports View More Actions >

Program: CalPERS

Schedule Name	Earned Period	Status	Report Type	Due Date	Submit Date	Test Report
PERS - Misc	05/10/2007		Payroll-Adjustments			No
PERS - Misc	04/01/2007-04/30/2007	Processing	Supplemental Income Plan- Earned Period	05/30/2007	04/30/2007	No
PERS - Misc	<u>03/01/2007-03/31/2007</u>	Suspended	Payroll-Earned Period	04/30/2007	03/31/2007	No

Reporting Methods – Overview

	Online Data Entry	File Upload	FTP
File Creation	CalPERS Business System	Employers Business System	Employers Business System
File Transfer Method	No Transfer	Secure File Upload	Secure FTP (System to System)
File Transfer Timing	No Transfer	Employer Initiated	Scheduled
Testing	None	Required	Required
ACES Counterpart	Create Payroll File Function, Internet Forms	File Transfer Functionality	None

Reporting Methods – Online Data Entry

	Online Data Entry
File Creation	CalPERS Business System
File Transfer Method	No Transfer
File Transfer Timing	No Transfer
Testing	None
ACES Counterpart	Create Payroll File Function, Internet Forms

Reporting Methods – Online Data Entry

April 15, 2008 Help | Contact Us | CalPERS On-Line Welcome Patrick | Log Out

my|CalPERS

Home Participant Business Partner Reporting Benefits Admin Processes Workflow

Context Summary Cases

Name: Blue Shield
CalPERS ID: 0123456789

Common Tasks
View Notes
View Reports
Submit Inquiry
Initiate Work
View Document History
Generate and Distribute Document

Maintain
Addresses
Relationships
SCP Employer Certification
Inquiry List
View Preprocessing Area

Plan Search *Required Fields

Plan Name: Blue Shield of California Bay Area/Sacramento
Plan Status: Active

Search

Draft Only

Plans [Add New](#)

Base Plan Code	Plan Name	Effective Date	Active Close Date	Termination Date	End Date
301	Blue Shield of California Bay Area/Sacramento	01/01/2007	10/01/2007	01/01/2008	12/31/2007
311	Blue Shield of California	01/01/2007			
321	Blue Shield of California North	01/01/2007			
331	Blue Shield of California South	01/01/2007			
341	Blue Shield of California LA	01/01/2007			

Showing records 1 - 6 < | < 1 2 3 4 5 6 7 8 9 10 ... > | >

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Reporting Methods – Online Data Entry

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my|CalPERS

Home Participant Business Partner Reporting Benefits Admin Processes Workflow

Context Summary Cases

Name: Blue Shield
CalPERS ID: 0123456789

Common Tasks

- View Notes
- View Reports
- Submit Inquiry
- Inhibit Work
- View Document History
- Generate and Distribute Document

Maintain

- Addresses
- Relationships
- SCP Employer Certification
- Inquiry List
- View Preprocessing Area

Plan Detail

Plan Name: * Blue Shield of California Bay Area/Sacramento
Effective Date: * 09/15/2007

Base Plan Code: * 301
Active Closed Date:

Unique Benefit Option Identifier: 123456
Termination Date:

Federal Tax ID Number: 1234567890
End Date: None

Abbreviation: Blue Shield Bay/Sac

Plan Type: * HMO

Coverage Type: * Basic

Benefit Type: * Medical

Self-Funded Plan
 Regional Plan
 No ZIP Code Restriction
 Available Out of State
 CSU FERP
 Binding Arbitration

Plan Available For:

State PA
 CSUC School

COBRA Factors:

COBRA: * 2 %
CalCOBRA: * 10 %

Contact Information [Add New](#)

Plan Contact Type	Contact Address	Contact Phone Number
General	P.O. Box 272520	(800) 334-5847
Payment Entity	P.O. Box 272521	(800) 334-5848
COBRA	P.O. Box 272522	(800) 334-5849

Draft Only

Reporting Method – File Upload

	File Upload
File Creation	Employers Business System
File Transfer Method	Secure File Upload
File Transfer Timing	Employer Initiated
Testing	Required
ACES Counterpart	File Transfer Functionality

Reporting Method – File Upload

The screenshot displays the myCalPERS web application interface. At the top left, the date is September 3, 2008. Navigation links include Help, Contact Us, and CalPERS On-Line. A 'Welcome' message is visible in the top right. The main header features the myCalPERS logo and a prominent 'DRAFT ONLY' warning. Below the header is a navigation menu with tabs for Home, Participant, Business Partner, Reporting (which is active), Benefits, Admin, and Workflow. Under the 'Reporting' tab, there are sub-tabs for Manage Reports, Billing and Payments, and Payroll Schedule. The left sidebar contains a 'Context' section with a dropdown arrow, displaying the user's Name as 'Metro Fire' and CalPERS ID as '0123456789'. Below this is a 'Common Tasks' section with a dropdown arrow, listing 'Notes', 'Reports', and 'Submit Inquiry'. The main content area is titled 'Upload Data' and contains the instruction: 'Use the **Browse** or **Upload File** buttons to upload a data file:'. Below this instruction is a form field labeled 'Path: *' with a 'Browse...' button to its right. At the bottom of the form area is an 'Upload File' button. The footer of the page includes copyright information: Copyright © 2008 | Privacy Policy | Conditions of Use | Site Requirements.

Reporting Method – File Upload

September 3, 2008 Help | Contact Us | CalPERS On-Line Welcome

my|CalPERS **DRAFT ONLY**

Home Participant Business Partner Reporting Benefits Admin Workflow

Context ▼

Name:
Metro Fire

CalPERS ID:
0123456789

▼ **File Upload History**

<u>File Type</u>	<u>Upload Date</u>	<u>Files Status</u>	<u>File Name</u>
Retirement Enrollment	07/12/2007	In Progress	Initial Enrollment List.xml
Census	02/10/2007	Accepted	CalPERS Contract Census_v2.xml
Health Enrollment	02/03/2007	Rejected	Retiree List_ Metro Fire.xls

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Reporting Methods – FTP

	File Transfer Protocol (FTP)
File Creation	Employers Business System
File Transfer Method	Secure FTP (System to System)
File Transfer Timing	Scheduled
Testing	Required
ACES Counterpart	None

Reporting Methods

Summary of Online Data Entry

- » Login to my|CalPERS
- » Use online screens to enter data
- » “Copy forward” can be used for payroll contribution reporting
- » Records that pass business rules check are posted
- » Correct rejected records

Reporting Methods

File Upload Summary

- » Create XML file
- » Upload file using secure Internet connection
- » Business rules check automatically applied
- » Records that pass business rules check are posted
- » Correct rejected records

Reporting Methods

FTP Summary

- » Create XML file
- » FTP uses a scheduled process to transfer the file to CalPERS
 - System-to-system transfer
- » Business rules check automatically applied
- » Records that pass business rules check are posted
- » Correct rejected records
- » CalPERS will send a response file

Reporting Methods

Factors to Consider:

- » Number of employees
- » Number of changes during each reporting period
- » Availability of:
 - Technical resources
 - Administrative resources
- » System flexibility
- » Method is available for use by “go-live” date
- » Third-party vendor or software vendor has capability to meet file format requirements

Reporting Methods

Reporting selections on the PERT Web page are:

- » Online Data Entry
- » File Upload
- » FTP
- » Not sure; need a consultation
- » Submitted through another agency
- » Not contracted to provide this data

Select which option or combination of options to submit data to CalPERS

PERT WEB Page – Select a Reporting Method

Part-Time California
National Guard
Membership

Actuarial, Risk Pooling, &
GASB 27 Information

Circular Letters

Sign Up For CalPERS
Employer eBulletin

Policies & Procedures

Employer Education &
Events

Employer Forms &
Publications Directory

Tips for Helping Your
Employees

Legislation, Regulations &
Statutes

Video Center

Resource Library

Contact Us

Step 1: Employer Identification

Please identify your agency using one of the two methods below:

Enter the Employer Code: - for Employer Name

No matches were found. Please verify that the code you entered is correct. Alternatively, you can search for your Employer Name by selecting your Employer Type and County to filter the Employer Name list. If you cannot find your Employer Name using either of the methods, please Cancel this form and [email us](#).

OR

Select the Employer Type:

AND Select the County (Not applicable for State Agencies):

AND Select the Employer Name:

PERT WEB Page – Select a Reporting Method

Please enter your contact information below, or the information of an appropriate contact, in the event that CalPERS needs to communicate with you regarding your reporting method selections, your readiness status, or about the implementation process generally.

Enter Your Contact Information:

* First Name:

* Last Name:

Title:

* Mailing Address:

* City:

* ZIP Code: -

* Phone: () - x

* Email Address:

PERT WEB Page – Select a Reporting Method

Step 2: Employer Details

Select Your Current
Payroll Reporting
Method:

CalPERS Software - ACES submission

* Select Number of
Active Employees:

Less than 250

Step 3: Employer Reporting Method Selection

Payroll and Enrollment information can be submitted using different methods; please indicate a method for each.

* Select New Reporting
Method for Payroll Data:

Online Data Entry

* Select New Reporting
Method for Retirement
Enrollment Data:

Not sure, need a consultation

* Select New Reporting
Method for Health
Enrollment Data:

Not contracted to provide this data

Note: Employers that elect to submit information via secure FTP will be required to participate in additional testing activities to establish a secure FTP channel with CalPERS.

Continue

Clear

How to Communicate During Web Conference

- » Text questions:
Please use the text box on the screen.

- » If you are disconnected from the Conference:
Please call (800) 866-0888.

File Formats

Four Files

- » Payroll Contribution Reporting File
- » Retirement Enrollment Reporting File
- » Health Enrollment Reporting File
(Public Agencies/Schools)
- » Health Enrollment Reporting File
(State Agency – includes California State University)
- » Schemas

File Formats

[MEMBERS](#) | [EMPLOYERS](#) | [BUSINESS PARTNERS](#) | [CalPERS INVESTMENTS](#) | [ABOUT CalPERS](#)

File Formats

- Reporting Method
Form

Payroll Reporting

- [Payroll Contribution Reporting File](#) (PDF, 160 KB)
This file provides a list of data fields that you will be asked to provide CalPERS in the payroll reporting process.
- [Payroll File Schema](#)
Find the required schema for the new payroll file.

Retirement Enrollment Reporting

- [Retirement Enrollment Reporting File](#) (PDF, 218 KB)
This file provides a list of data fields that you will be asked to provide CalPERS in the retirement enrollment process.
- [Enrollment Schema](#)
Find the required schema for the new retirement and health enrollment files.

Health Enrollment Reporting

- [Health Enrollment Reporting File](#) (PDF, 403 KB)
This file provides a list of the data fields that you will be asked to provide CalPERS in the health enrollment process.
- [Enrollment Schema](#)
Find the required schema for the new retirement and health enrollment files.
- [State Agency: Health Enrollment Reporting File](#) (PDF, 390 KB)
For State agencies, this file provides a list of data fields that you will be asked to provide CalPERS in the health enrollment process.

File Formats

Person CalPERS ID

- » CalPERS will generate
- » 10-digit unique ID
- » Replaces Social Security Number
- » Protects our Members' data

File Formats

Employer's CalPERS ID

- » CalPERS will generate
- » 10-digit unique ID
- » Replaces Employer / Unit code

Appointment

Definition of Appointment: An appointment is a continuous block of employment with a single employer from the hire date (regardless of whether the employee is qualified for membership on that date) until the permanent separation date.

For schools, each district is treated as an employer, and an employee should not have more than one appointment under this condition, unless that employee is employed by two or more school districts. Changes between districts are reported as permanent separations/new appointments rather than as appointment changes.

Examples of when a new appointment should be created:

- » A new employee is hired and qualifies for membership
- » An employee who previously did not qualify for membership is now qualified for membership
- » An employee who was permanently separated from the employer is rehired
- » An employee with an existing appointment decides to take a second job in another school district and will maintain both jobs concurrently. A new appointment is required for the second job
- » An employee transfers from one school district to another, within the same county office of education, or between county offices of education: separation and new appointment.

Examples of when new appointments are not required:

- » Returns from leave of absence: report using transaction type: End Leave
- » Reinstatement to former position by a court action: to be handled internally by CalPERS and cannot be reported by the employer. CalPERS will delete the permanent separation
- » Time Base decrease resulting in changing to local Alternative Retirement Program; Report using transaction type: To Local ARP
- » Member Category changes: should be reported as an appointment change
- » Job changes: if the change impacts benefits, it should be reported as an appointment change.
- » An employee with an existing appointment takes a second job with the same employer or school district and will maintain both jobs concurrently.

File Formats

Appointment ID

- » Found in all three files
- » 10-digit unique identifier
- » CalPERS will generate
- » Most Employers will not need to report appointment IDs because there will be only one appointment per employee

File Formats

New Data Elements For Health Enrollment

» Qualifying Person ID

» Dependent ID

- CalPERS will generate
- Required for File Upload/FTP
- Accessible for online data entry

CalPERS IDs

Person CalPERS ID

10-digit identifier used to identify the member for whom the record is being reported.

ID # 2222222222

Replaces A
Social Security Number

**Qualifying Person's
CalPERS ID**

10-digit unique identifier used to identify the member who qualifies the subscriber for health enrollment. Used primarily for COBRA enrollments.

ID # 2222222222

Dependent CalPERS ID

10-digit identifier used to identify a member's spouse, child, or domestic partner.

Spouse ID # 8888888888

Important Dates and Next Steps

Educational Phases

- » Phase One: Reporting Methods
(August through October 15, 2008)
- » Phase Two: Business Policies and Procedures Testing
(February through April 2009)
- » Phase Three: Staff Training
(July through October 2009)

Important Dates and Next Steps

Phase One Dates:

- » October 15, 2008: Report to CalPERS what reporting option(s) you will use
- » October 27-29, 2008: CalPERS will conduct user demonstrations at the CalPERS Educational Forum (Indian Wells, California)

Thank you for attending!

- » Today's PowerPoint presentation is located on the PERT web site at
 - www.calpers.ca.gov/pert
- » If you don't know which reporting method to select, contact PERT for a consultation
 - PERT Email: PERT4U@calpers.ca.gov
 - Employer Contact Center (ERCC):
 - » **888 CaIPERS** (or **888-225-7377**)
- » Commonly asked text questions may appear on the PERT Web page under the FAQ section